

CCS Person-Centered Planning Checklist – Revised March 28, 2021

Coordinators of Community Services (CCS) are required to use the **CCS Person-Centered Plan Checklist** tool to ensure the Person-Centered Plan (PCP) includes the necessary information to support both Federal and State requirements, demonstrate assessed need for requested DDA service(s), and support the participant's health and safety needs in order to be processed efficiently. The "PCP Review Checklist" tool is not an exhaustive list, but is required to be used in conjunction with existing DDA Service Authorization and Provider Billing Documentation guidance for the DDA programs, policies, procedure and guidance to ensure consistent and efficient processing of PCPs.

The CCS PCP Checklist has been revised to incorporate a few additional items. The CCS PCP Checklist - Revised 3-28-2021 attached is replacing the previous version and should be used immediately. The new or revised items can be easily identified with text reflecting **(New 3-28-2021)** and **(Revised 3-28-2021)** in red font.

The CCS are required to complete and upload the Checklist into the person's Client Attachment section in LTSSMaryland. Review of the tool will be used in the DDA's auditing process. Please remember that a robust Annual PCP should thoughtfully and thoroughly be developed to eliminate unnecessary and sometimes time-consuming plan revisions throughout the year.

Thank you for the continual effort you put forth to support people to achieve their chosen life outcomes. It's no small feat! Please reach out to your DDA Regional Office team if you have any questions.

Thank You,
DDA Programs Team